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MEMORANDUM FOR: General Counsel
Director of Security
Auditor-in-Chief
Comptroller
Chief, Logistics Office
Chief, Medical Staff
Chief, Project Administrative Planning Staff
Chief, Management Staff

SUBJECT : Restrictions on Granting of Administrative Leave

1. Several recent cases wherein unauthorized and unrecorded administrative leave have been granted in the Agency have been brought to my attention by the Inspector General. In the instances cited, it appears that these grants of unauthorized leave have been made at varying levels within the operational and support offices.

2. I am concerned lest this practice become generally accepted through our failure to make it understood at all supervisory levels that such informal and unrecorded leave is contrary to law and to Agency Regulations. In addition, it should be remembered that authorization of leave represents the expenditure of funds allocated to this Agency, and the same careful control should be exercised over the administration of leave that is afforded our substantive financial activities.

3. The provisions of Agency Regulation No. [redacted] to be published this month, are the guidelines for interpretation of existing leave policies, and those of Agency Regulation No. [redacted] sections 3 and 5, govern special situations where suspension of the employee may be effected pending disposition of his case if certain security or security-related considerations are involved. Administrative leave should not be resorted to in order to avoid adjudication of cases appropriate to the cited sections of Regulation No. [redacted] These two Regulations shall be subject to literal interpretation in authorizing absences from work of employees in your component.

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4. Should cases arise which you feel are not possible of solution under either of the issuances cited above, you are invited to bring them to my personal attention prior to any administrative action which has the net effect of placing the employee in an unauthorized leave category.

L. K. WHITE
Deputy Director
(Administration)

cc: Inspector General

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